



ADOBE PDF **FEATURE 4**

How to Convert a PDF to Another Format

A PDF may need to be converted to another format. If the text of the PDF cannot be highlighted then the text will not be picked up by a screen reader.

STEP 1: If the PDF does not need to be re typed, and text can be highlighted, you can save the PDF as another format.

STEP 2: If the PDF was a scanned image or a fax, the PDF will need to be re typed. Re type the PDF using Microsoft Word, then create a PDF using the Adobe Acrobat Tab.
(Refer to the Microsoft Word section to Check Accessibility)